

Class II License Checklist

1. Check with Building Inspector Paul Blanchard (508.885.7500 x127) to make sure zoning requirements are met.
2. Fill out 2 copies of application. Fill out tax & insurance attestation, workers' compensations affidavit, and show proof of:
 - a. Contractual agreement with a local repair facility if you do not warranty repairs on site
 - b. \$25,000 bond listing the Town of Spencer as the obligee

Please note the letter from the Commonwealth Office of Consumer Affairs and Business Regulations regarding the yellow notice that must be affixed to every used car being offered for sale.

3. Submit all paperwork to Board of Selectmen's office.
4. Check with Board of Assessors for abutters. Using the legal ad prepared by Board of Selectman's office, notify abutters of the hearing by certified mail, return receipt requested. Save the green return receipt cards and bring them to the hearing.
5. Public hearing will be held (applicant will be billed for this later).
6. License will be approved or denied.
7. Make a check out to Town of Spencer for appropriate fee.
8. Remember to keep record book of your activities, which you will need to present at the renewal hearing each year.